



TEMPORARY BUSINESS LICENSE PROCESS

A “temporary business” means the conduct of business which is conducted from a single designated site or premises without a permanent foundation or location from which goods, merchandise or services are sold on a temporary or seasonable basis. The license for a temporary business shall not exceed 100 consecutive calendar days per year at any location.

- If you're looking for information on starting a new business please refer to www.business.utah.gov.
- All Federal and State requirements pertaining to your business must be completed before submitting your application to Cottonwood Heights.
- To register a new business you can go to www.business.utah.gov/registration for one stop registration.
- Your business name must be registered with the Utah State Department of Commerce, (unless you are doing business under your own name). Verification must be provided
- If applicable you will need an Employer Identification Number, (Federal Tax ID number) and/or a Utah State Sales Tax Numbers.
- Written permission from the property owner where the temporary stand will be located.
- Site plan delineating where the temporary business will be located and the parking area available for patrons.
- Licensing Fee: \$80.00 (Fee schedule attached.)
- All applications must be filled out completely; missing information may cause a delay in processing the application.
- Processing time is approximately two weeks; applications requiring Conditional Use Permits and Health Department approval may take longer.
- If you have any questions please contact Business License at (801)944-7067 or businesslicense@ch.utah.gov.



1265 E. Fort Union Blvd #250, Cottonwood Heights, Utah 84047
(801)944-7067 (801)944-7007 Fax

APPLICATION FOR TEMPORARY BUSINESS LICENSE

Dates of Operation _____
(A Temporary Business License shall not exceed 100 consecutive calendar days per year at any location.)

Name of Business _____

Description of Business _____

Location of Business _____

Mailing Address _____

Business Phone _____ Business Fax _____

Ownership: ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietor

Fed. Tax ID No. _____ Utah State Sales Tax No. _____

State License No. _____ Type _____ Exp. Date _____

Enter below names of Owners, Partners, or Corporate Officers and a Local Manager:

Name _____ Title _____ Phone _____

Home Address _____

Date of Birth _____ Driver's License # _____

Name _____ Title _____ Phone _____

Home Address _____

Date of Birth _____ Driver's License # _____

After Hours Contact Name _____ Phone _____

Temporary License Fee \$80.00

The foregoing information is correct to the best of my knowledge. I am aware that this application does not authorize conducting business until approved by Cottonwood Heights and a license has been issued. I also agree to conduct said business strictly in accordance with the laws and ordinances covering such business, and that no other type of business will be conducted other than what has been stated above. It is the responsibility of the licensee to renew the license, failure to receive notice does not excuse this responsibility.

Business Owner Signature _____ Date _____

PLEASE INCLUDE PROPERTY OWNER PERMISSION & SITE MAP

***** OFFICIAL USE ONLY *****

RECOMMENDATION _____
COMMENTS _____

APPROVED BY _____ DATE _____
DEPARTMENT _____

Chapter 5.14

TEMPORARY LICENSES

Sections:

- 5.14.010 Definitions.
- 5.14.020 License—Required.
- 5.14.025 License—Display.
- 5.14.030 License—Fee.
- 5.14.035 License application.
- 5.14.037 Expedited license charge.
- 5.14.040 License—Location.
- 5.14.045 License—Exemptions.
- 5.14.050 Inspection of merchandise.
- 5.14.060 License—Cleanup bond required.
- 5.14.070 Compliance with laws.

5.14.010 Definitions.

For the purposes of this chapter, a “temporary business” means the conduct of business which is conducted from a single designated site or premises without a permanent foundation or location from which goods, merchandise or services are sold on a temporary or seasonable basis, and includes a concert, fair, rally, bazaar or festival. The license for a temporary business shall not exceed 100 consecutive calendar days per year at any location.

5.14.020 License—Required.

It is unlawful for any person to conduct, engage in, promote or carry on a temporary business within the city, without first making application for and obtaining a temporary business license from the city.

5.14.025 License—Display.

A temporary business license granted pursuant to this chapter must be conspicuously displayed in or at the site or premises in which the temporary business is conducted and must be available for inspection.

5.14.030 License—Fee.

The fee for engaging in, carrying on, or conducting a temporary business shall be as specified in the consolidated fee schedule.

5.14.035 License application.

An application for a temporary business license must be submitted ten days prior to the commencement of the temporary business and must include the following:

A. Site plan delineating where the temporary business will be located and the parking area available for patrons.

B. Written permission from the property owner where the temporary business will be located in a form acceptable to the city.

C. Acceptable evidence of a current sales tax permit, license or special event sales tax number issued by the state of Utah.

5.14.037 Expedited license charge.

The license official may (in his discretion) waive the ten day requirement of section 5.14.035 upon payment of an expedited license charge in the amount of \$100.00.

5.14.040 License—Location.

The temporary business license shall specify the location at which the temporary business may be conducted, and no temporary business may be conducted at any other location.

5.14.045 License—Exemptions.

A temporary business license is not required by the following:

A. A vegetable and fruit stand that sells produce grown solely on property owned or leased by the operator of the vegetable and fruit stand and such property is located in the city.

B. Isolated or occasional sales from a private home by a person not regularly engaged in business.

5.14.050 Inspection of merchandise.

The police department or city official may inspect all goods and merchandise to be sold pursuant to a temporary business license.

5.14.060 License—Cleanup bond required.

Any person applying for a temporary business license shall file, along with his temporary business license application, a cash bond or letter of credit in an amount established pursuant to rules and regulations of the health department. Such bonds shall cover the cost of disposing of all litter, garbage and sewage of the individuals attending, observing or performing at the temporary business license location.

5.14.070 Compliance with laws.

Temporary license holders shall comply with all applicable laws and ordinances of the city, the county and the state governing the operation of its business. In addition, all temporary business licenses shall require prior approval from all appropriate city and/or county departments, including but not limited to, the health department and the city's fire department, police department and community development department.